

88-5672

12 July 1982

MEMORANDUM FOR: Agency Records Management Officers

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FROM:

Chief, Records Management Division  
Office of Information Services, DDA

SUBJECT: Requirement to Report Classification Decisions  
Made during 17-23 July 1982

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1. As stated [redacted] the Director of the Information Security Oversight Office (ISOO) has the authority to require reports from Federal agencies to ensure their compliance with Executive Order 12065. We are required to submit such a report to ISOO by 15 September 1982 to complete our reporting requirements for E.O. 12065. One section of the report requests the number of original and derivative classification decisions made during the reporting period (1 October 1981-31 July 1982). Due to the great volume of classified documents generated by CIA, the Director, ISOO will accept a report based on a one-week sample.

2. In order to furnish the information to ISOO, please see that the following items are counted and recorded during the period 17-23 July 1982:

- a. Count the number of classified documents originated within your component which are dated 17-23 July. (Count each document only once; do not in addition count letterex or reproduced copies of the documents.)
- b. Count the number of classified documents received from the field during the period 17-23 July. This includes items such as cables sent between field stations in which your component, as an "info" addressee, has primary interest. (It is not necessary that these documents be dated 17-23 July, but rather that they be received during that period. This is to ensure that slow-moving correspondence such as dispatches and transmittal manifests are counted.)
- c. Count all classified forms that are completed (filled in) during 17-23 July. (Count preclassified forms and those premarked as classified "when filled in" either as original or derivative in accordance with the preprinted "classification authority and duration" marking.)
- d. Count each classified computer run as one-item. (Do not count each computer-produced sheet or punched card separately.)

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Note that the count of original classification decisions must be broken down according to duration, i.e., number classified for 6 years or less and number classified for between 6 and 20 years.

3. Attached is the format for reporting classification decisions made in your component. Please return this information to Records Systems Branch, 1236 Ames Building, by 2 August 1982. If you have any questions, contact

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Attachment:  
As stated

Approved For Release 2006/08/16 : CIA-RDP83M00914R003000010004-8

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